

**Hobart and William Smith Colleges  
Institutional Review Board  
Informed Consent Checklist**

When using humans as research subjects you must first obtain their informed consent. Use this checklist to effectively create an informed consent form. See sample consent form on IRB Web site for an example.

- A statement explaining the purpose of the research.
- A description of the procedures to be followed.
- A description of any reasonable foreseeable risks or discomforts to the subject, including invasion of privacy, if appropriate.
- A description of any benefits resulting from the research, either to the subject or to others, if appropriate.
- A statement informing subject about how his/her anonymity will be guarded and/or their confidentiality will be protected by assigned code numbers, by limitations of who has access to data, by data storage in locked cabinets, by locked computer files, etc.
- A statement that the subject's participation is voluntary, and that his/her refusal to participate will involve no penalty or loss of benefits to which the subject is otherwise entitled, and that the subject may discontinue participation at any time without penalty or loss of benefits to which the subject is otherwise entitled.
- If written informed consent is required, a place for the subject to sign and date the form and a statement that a copy of the signed consent form will be given to the subject for his/her records.
- If the subject is a minor, a statement of parental or guardianship responsibility in consenting to the child's participation in the study with a place for the parent to sign and date the form in addition to the participant's signature.
- The name, address, and contact information of the principal investigator of the research project, and his/her affiliation with Hobart and William Smith Colleges. If the principal investigator is a student, the name and contact information of the faculty advisor is also required.
- Explanation of how participants will be debriefed after data have been collected, if appropriate.
- A statement informing the subject that any inquiries regarding concerns about the subject's rights or any other aspect of the research as it relates to his/her participation as a subject can be directed to Hobart and William Smith Colleges Committee for the protection of Human Subjects in Research. Inquiries may be directed to:

IRB Chairperson  
Provost's Office  
Hobart and William Smith Colleges  
Geneva, NY 14456

Note: Students may wish to identify themselves and the nature of their research on their informed consent form.